

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Associate Personnel Analyst / Staff Services Analyst

(Permanent, Full-time) (E97)

SALARY RANGE:

Staff Services Analyst \$2945 - 4788
Associate Personnel Analyst \$4600 - 5758

FINAL FILING DATE:

November 7, 2016

QUESTIONS ABOUT THE JOB:

Greg Skubal
(916) 323-4071
(916) 324-6547 TDD*
E-mail: greg.skubal@dof.ca.gov

SEND APPLICATION TO:

Department of Finance
Human Resources Office
Attn: JoLynn Sanchez
915 L Street, Suite 1235
Sacramento, CA 95814

WHO MAY APPLY:

Current state employees at the Staff Services Analyst / Associate Personnel Analyst levels, those within transfer range, individuals who have list eligibility or eligible for a Training and Development assignment. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) on line 12 of the application.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

DUTIES:

Under the general direction of the Human Resources Manager (Staff Services Manager II), the Human Resources Analyst performs the full range of personnel management duties. The incumbent is responsible for making decisions and providing advice and assistance on varied and difficult human resources matters that impact the Department's personnel management program and its ability to carry out its assigned program. This position is also involved in planning and administering examinations.

DESIRED QUALIFICATIONS:

- Proven team player who possesses a positive attitude, open-mindedness, flexibility, tact and good judgment.
- Ability to conduct research and analyze data to develop appropriate conclusions in support of recommended solutions and resolutions regarding personnel issues.
- Ability to balance multiple tasks with accuracy and precision.
- Ability to establish and maintain effective and cooperative working relationships with co-workers and internal and external stakeholders.
- Ability to partner and collaborate with stakeholders and solve human resources related problems to meet business needs.
- Excellent independent judgment and creativity.
- Willingness to accept responsibility, exercise initiative, and adapt to changes.
- Experience in State civil service performing human resources work including progressive discipline; classification and pay; interpretation, and application of State and Federal regulations, policies, procedures processes; examinations and automated systems, and developing and presenting training.
- Proven time management skills, including the demonstrated ability to plan, organize, and prioritize workload work under pressure in a fast-paced environment and meet critical deadlines.
- Demonstrated ability to communicate effectively in writing and verbally.